



## State of New Jersey

DEPARTMENT OF EDUCATION  
PO Box 500  
TRENTON, NJ 08625-0500

JON S. CORZINE  
*Governor*

LUCILLE E. DAVY  
*Acting Commissioner*

September 11, 2006

TO: Chief School Administrators  
Charter Lead School Persons

FROM: Isaac Bryant, Deputy Commissioner

SUBJECT: New Jersey Student Level Database

Last week you received notification of the NJSMART initiative from the Acting Commissioner of Education, Lucille Davy. The Department is hosting information sessions at the end of the month to help prepare your district for the data submission requirements you will be asked to fulfill in December.

In the August 29, 2006 memo, you received an NJSMART list of data elements. This list represents the *core* of the student level dataset that your district will need to submit to the Department. At the information sessions the full dataset of 40 elements required for submission in December will be presented and discussed. As the NJSMART initiative is early in implementation, it is expected that the student data submitted to the Department will evolve over time. The main goal for the December submission is to establish unique student identification numbers statewide. Once this is accomplished, the required data set may be expanded in order to accomplish other Department goals.

The Department invites you to attend one of the NJSMART Regional Information Sessions scheduled for September 28 – 29, 2006 and October 2 - 3, 2006.

The following topics will be addressed:

- Required Data Elements
- Data Submission Process
- Timeframe of Required Data Submission

Meetings will be held at the following times and locations:

<b>Thursday, September 28, 2006</b> Session 1: 9:30 AM – 11:30 AM Session 2: 1:00 PM – 3:00 PM <b>Monmouth County Office of Education</b> 3680 State Highway #9 Freehold, NJ 07728	<b>Friday, September 29, 2006</b> Session 1: 9:30 AM – 11:30 AM Session 2: 1:00 PM – 3:00 PM <b>Bergen County Office of Education</b> Freeholders Public Meeting Room One Bergen County Plaza, 5th floor Hackensack, NJ 07601
<b>Monday, October 2, 2006</b> Session 1: 9:30 AM – 11:30 AM Session 2: 1:00 PM – 3:00 PM <b>Gloucester County Office of Education</b> Ruh Center Conference Room 1492 Tanyard Rd Sewell, NJ 08080	<b>Tuesday, October 3, 2006</b> Session 1: 9:30 AM – 11:30 AM Session 2: 1:00 PM – 3:00 PM <b>Atlantic County Office of Education</b> 6260 Old Harding Highway Mays Landing, NJ 08330

***Please note: Two identical sessions are being held each day in order to accommodate diverse schedules. You only need to attend one session.***

Please make every effort to attend one of these sessions as we look forward to working together with your district towards a system that will support a more comprehensive student performance management. Data Technology Coordinators/Directors of Technology together with other appropriate district staff are strongly encouraged to attend.

Attached are directions to each location and a registration form. Please complete one registration form per attendee. Completed forms should be returned via email to [NJSMART@pcgus.com](mailto:NJSMART@pcgus.com) or via fax to NJSMART at (609) 716-0971 by **September 22, 2006**.

Should you have any questions, please feel free to contact PCG via the toll free number at **(800) 254- 0295**.

IB/JL/rbCSA Charter Lead Person-NJ Student Level Database

**Attachments**

c: Lucille E. Davy, Acting Commissioner  
Senior Staff  
County Superintendents  
Jack Longworth  
NJ LEE Group  
Garden State Coalition of School  
Michelle Simmons (PCG)